



Bar Hill Community Association (BHCA)

NOTICE OF MEETING

Location: The Fox, Gladeside. CB23 8DY

Title: Monthly Trustee Meeting

<https://bit.ly/bhca-shared-calendar>

Time: Tuesday, 14th May 2024 at 7:30 pm





AGENDA

Reference Documents		
REF01 Minutes of the meeting held on 9th April 2024.pdf REF02 Open Actions Trustee's Report.pdf REF03 Financial Update - April 2024.pdf REF04 BHCA Current Budget Totals - April 2024.pdf REF05 Ethical Fundraising Policy (1.2 Draft).pdf REF06 Donation Acceptance or Refusal Policy (0.1 Draft).pdf REF07 Friends of Bar Hill Library Committee (0.1 Draft).pdf REF08 Over Day Centre 20240423 Over Day Centre Grant Application for Day Trip 2024.pdf		
Information Only Items		
IOI01 Ethical Fundraising Policy - Training Acknowledgement.pdf IOI02 Donation Acceptance or Refusal Policy - Training Acknowledgement.pdf IOI03 South Cambs Zero Carbon Communities Grant is now open for applications.pdf		
Open Forum		
OF1	The chair welcomes residents in attendance and invites them to raise any issues, make suggestions, and question Trustees (through the Chair). NOTE: This can include reading letters (emails, etc) to fulfil the same purpose for residents who cannot attend in person.	(oral)
Main Agenda Items		
01	Apologies received – Hilary Whipp (HW, Treasurer). Present <Name> (<Initials> [, <Position>] [, <Committee Chair's>]: BHCA Trustees: Andy Pellew (AP, Chair of Trustees, Bar Hill News, Europe Challenge, Phone Box Library, Wellbeing Walks), Anthony Mitchell (AM, Vice Chair, Christmas Event), Bunty Waters (BW),	(oral)

	Jo Hall (JH), Kate Da Costa (KDC, Fête & Festival), Jenni Foster-Smith (JFS, Secretary, Parks & Recreation) Volunteers/Members/Local Residents: Karen Hayden (KH), Richard Hayden (RH), Barry Dean (BD)	
02	Minutes of meeting on 9th April 2024	REF01
03	Review of Open Actions from Action Log (please see attached report)	REF02
04	Declarations of interests	(oral)
05	Announcements from the Chair <ul style="list-style-type: none"> - Change of format for meeting agendas (the “scheduled” items now have their section (starting at 10), and the main items now start at 20. The minutes document has been updated to reflect this change. - Wellbeing Walks have now been shut down. - The website is to be updated to remove “non-core” content (e.g., news, the Calendar, etc.) to reduce the time required to maintain it. - Scheduled Activities will be updated to include the actual agenda items so they can be copied/ pasted into agendas (to make generating an agenda more straightforward). - The “Action Log” is to be retired (unless someone else wishes to take on managing it). This is REF03 for this meeting. It will be removed from the template. 	(oral)
06	Financial Update (including Budget Review)	REF03 REF04
07	Committee Updates: Bar Hill News (AP), Christmas Event (AM), The Europe Challenge (BW), Fête & Festival (KDC), Parks & Recreation (JFS), Phone Box Library (AP)	(oral)
10	Scheduled Policy Review: Fundraising Policy and Procedure This was an unwieldy policy - 100+ pages, split into 4 documents - and has now been replaced with a single policy from Charity Excellence. The document has been split into two policies; <ul style="list-style-type: none"> - Donation Acceptance or Refusal Policy (0.1 Draft) - Ethical Fundraising Policy (2.2 Draft). PROPOSAL: We accept the two policy documents above and advance to the following whole number and record them as “Approved”. The old policies will be marked as “superseded”, and the new policies will be added to future May meetings for review.	REF05 REF06
20	Charity required policies (DEFERRED from the April meeting).	(oral)

	<p>The Charity Commission now require the following policies [with the current state of our policy];</p> <ul style="list-style-type: none"> - Internal charity financial controls policy and procedures [missing] - Safeguarding policy and procedures [3.0 Children, 1.0 Adults] - Financial reserves policy and procedures [1.0 - above] - Complaints policy and procedures [1.1] - Serious incident reporting policy and procedures [1.0 - above] - Internal risk management policy and procedures [missing] - Trustee expenses policy and procedures [2.0] - Trustee conflicts of interest policy and procedures [2.0] - Investing charity funds policy and procedures [missing, not applicable] - Campaigns and political activity policy and procedures [missing, not applicable] - Bullying and harassment policy and procedures [missing] - Social media policy and procedures [1.0 - above] - Engaging external speakers at charity events policy and procedures [missing, not applicable] <p>When we upload our annual report the Charity Commission specifically asks if we have the above policies. We can still submit by answering “no”, but it will be recorded. The Charity Commission currently requires 13 policies; we have 7 in place. Arguably, three of the six outstanding do not apply to us.</p> <p>PROPOSAL: Investing in charity funds policy and procedures, campaigns and political activity policy and procedures, and engaging external speakers at charity events policy and procedures do not apply to us as a charity.</p> <p>PROPOSAL: AP to create template policies (Google Documents) for the missing policies, and Trustees to be allocated to populate them. You should start with the template policies from Small Charity Support (www.smallcharitysupport.uk) or Charity Excellence (www.charityexcellence.co.uk) and develop a policy for the BHCA from there. Googling the exact policy names above will also reveal policies for other charities.</p> <p>NOTE: “Not applicable” means we still need to create a policy document and say, for example, “The Charity will not invest charity funds” as our “Investing charity funds policy and procedures” policy.</p>	
21	<p>Friends of Bar Hill Library</p> <p>Recently, the library held an event to reinvigorate the local friends group. Unfortunately, they are still a couple of people short of being able to run the group and are wondering if anyone would like to volunteer.</p> <p>We discussed two points via WhatsApp that would be useful to ratify.</p> <p>PROPOSAL 1: We accept the principle of the “Friends” group joining the Bar Hill Community Association as a Committee (saving them from</p>	REF07

	<p>having to register as a charity, get a bank account, write policies, etc).</p> <p>PROPOSAL 2: We donate £100 to get them started (when they get started) on the condition that, if they don't choose to operate as a Charity, the donation is used in compliance with our charitable objectives.</p> <p>PROPOSAL 3: We accept the draft Terms of Reference for the committee (on the understanding that when the Committee first meets, they can review the Terms and propose changes).</p>	
22	<p>Grant application from Over Day Centre for a Trip to Cromwell Museum in Huntingdon.</p> <p>PROPOSAL: We offer £90 towards the trip (the amount requested).</p>	REF08
23	<p>Budget Allocation request for the 2025 Fête & Festival.</p> <p>PROPOSAL: To support the 2025 Fête & Festival, we should move £1,000 from the General Budget to the Fête & Festival budget.</p>	REF04
97	<p>Other business (including agenda items for future meetings)</p> <p>- Scheduled Policy Review: Trustee Retirement Procedure Review</p>	(oral)
98	<p>Date of Next Meeting</p> <p>PROPOSED Tuesday, 11th June 2024 @ 19:30 in The Fox</p>	(oral)
99	Thanks & Close	(oral)

<p>Dated: 14th May 2024</p> 	<p>Dated: 14th May 2024</p> 
Jenni Foster-Smith (Secretary)	Andy Pellew (Chair)